

Town of Tisbury
Sewer Advisory Board
Open Meeting Minutes
Wednesday, May 16, 2018

Meeting Convened: 4:08

Sewer Advisory Board Present: Melinda Loberg, Josh Goldstein, Jeff Kristal, Tomar Waldman, & Dan Seidman

Absent: John Best & Jeff Pratt

Audience Present: James Stinemire(WW), Jon Snyder (TREAS), Ray Tattersall (DPW), Jay Grande (ADMIN), Mark White (EP), Bob Rafferty (EP), Doug Gardner (MUNIS),and Stephen Bowen.

Approval of February 21, 2018 & April 18, 2018 meeting minutes:

Motion to approve – Josh Goldstein, 2nd Jeff Kristal - Unanimously approved

Emergency Sewer Hook-up Request – 16 Drummer Lane, Assessor's Parcel 7-C-7:

Josh Goldstein: What if any betterment fee has been assessed on a new hookup such as this?

Melinda Loberg: We have developed a formula

Jon Snyder: It is not a betterment fee.

Melinda Loberg: Schedule for hook-in fees for newcomers to our existing system. There is a processing fee but we also developed a formula for a payment in lieu of a betterment. All the properties on this sewer system have been paying betterments all along.

Jon Snyder: Per gallon formula based on the life of the existing betterment so at this point we are half way through.

Melinda Loberg: Prorated for how much remaining term on the sewer.

Jon Snyder: I have run this by the Town Attorney to make sure it is on the up and up but he has not responded to me. I don't expect there will be any problem.

Jon Snyder: Paid for the construction of the system . . . half of the total cost and allocated on the Title 5 gallons allocated to the property.

Melinda Loberg: We did the exercise for the museum before they came on board. There was a whole rate hookup schedule.

Josh Goldstein: I would move that we approve this hookup as long as the same policy applies.

Melinda Loberg: There's no question that there's a need and it's already right there.

Stephen Bowen: I met with Keith Fenner he was going to run it right next to Waterside and I guess the hookup is right there. He said something about being able to drill.

Jeff Kristal: There's a 2 bedroom there now?

Stephen Bowen: 2 bedroom right now and half of it is used for Waterside storage and office.

Melinda Loberg: It's based on whatever the allocated Board of Health flow for the septic system that has failed,

Dan Seidman: How old is the property?

Stephen Bowen: 120 years.

Dan Seidman: Depending on when the septic was put in they didn't design smaller than 3 bedrooms.

Melinda Loberg: We will have to calculate based on the formulas that we have, flow for Title 5 septic confirmed from the Board of Health and tell you what that buy in will be.

Josh Goldstein: That's my motion right there.

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Tomar Waldman: I second.

Stephen Bowen: My only question is, I think time is of the essence, I believe there is a moratorium on the street.

Jeff Kristal: Not for an issue from the Board of Health.

Melinda Loberg: Any further discussion? Motion: **To approve the addition of 16 Drummer Lane, Parcel 78-C-7 to the wastewater collection system and assign a sewer tie-in fee consistent with the formula approved by the Sewer Advisory Board and Board of Selectmen.** All in favor – unanimous.

Update: New Town Software & Billing:

Jon Snyder: Introduces Doug Gardner – worked with water department for a long time and he is helping us with the conversion of the billing system to MUNIS. Utility billing is different because it's based on meters but they all integrate.

Doug Gardner: We will be converting the water department and hopefully going live January, unless there's any issues and then not until the next billing in July. For wastewater, the task should be easier because there are only 140 accounts. We are not going to be converting over any history. We will just be moving over any current history, past due balances that are on the books and we will go from there.

Josh Goldstein: We will still have access to historical data?

Doug Gardner: Absolutely, in one form or another, either through Harris Software or we will have to download the information. There will be some bumps in the road during the transition. We have laid out the basics so now we need MUNIS to assign us a project manager and set up data conversions and testing.

Josh Goldstein: Will we be doing our system simultaneously with the water department?

Doug Gardner: The water is going to be where the majority of problems are going to occur so once they are up and running then we can manually enter sewer accounts and if we have the backbone of the water accounts it's the same backbone for the sewer system. Are you going to go live on January 1, 2019? Probably not, I would recommend getting water up and running then sewer up and running July 1, 2019. I would also recommend that the water department start billing quarterly. The goal will be that the water and sewer billing are the same reading.

Jon Snyder: We're looking for an upgrade to the meter reading system too.

Doug Gardner: The meters read now are with a handheld device – it's a radio read system – it's not a real powerful computer. The new technology is a laptop that sits on a receiver plugs into the car and as you drive down the road it pulls in readings up to a mile. You have a small system to read – it will probably take 3 hours to read the whole town. The water department reads the meters and gives reading to sewer department manually because there is no electronic bridge. So now we will be automating everything so it should be much smoother and more accurate.

Melinda Loberg: Will there be any personnel here have access to that billing system and what will their responsibilities and authority be?

Doug Gardner: Yes, but to be determined. If water is going to be billing, I don't think waste water should have the ability to make any changes – strictly read only capabilities.

Melinda Loberg: So the water department is now sending out sewer bills?

Doug Gardner: Water and sewer will be on the same bill when the two are merged together in about a year. Abatement information will show up on bill. The abatement meters will need some updates to be able to be read electronically.

Ray Tattersall: We've already started that.

Melinda Loberg: We just invested a lot in new radios, are they going to work?

Ray Tattersall: Badger.

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Doug Gardner: I'll find out . . . how many do you have?

Ray Tattersall: Ten, it's a pilot program right now.

Doug Gardner: I think you have 35 abatement meters so it's not a huge number.

Ray Tattersall: So right now we wait for the waterworks to give us our numbers. Now it will be the other way around. We will have to get our numbers before we do what we have to do.

Doug Gardner: Nothing is going to change for the next year.

Melinda Loberg: No vote – just informational.

Emergency Sewer Hook-up Request – 16 Drummer Lane, Assessor's Parcel 7-C-7:

Revisit request

Melinda Loberg: We found the calculations for a tie-in pending in lieu of a betterment – 50% of the original cost of the waste water system, prorate it over the remaining years of the loan, based on Title V flow, plus the cost of the tie-in connection. This is the regulation that we approved and was approved at the Board of Selectmen as well. We need to calculate what the “betterment” is for anyone who is new to the system that we've approved – they pay a one-time tie-in fee plus the \$200 application fee based on this formula that we approved. We need somebody who knows what the total cost of the system was and can coordinate with the Board of Health what was the Title V and come up with the accurate bill for this customer.

Jon Snyder: I can do that, research the cost, coordinate with the BOH and the question I have is we are already half way through the cost of the betterment, what happens in 8 years from now when there's 1 or 2 years left? Is that person tying in for 1/10th of the cost of the betterment.

Melinda Loberg: Based on this formula, they are getting in on the tail end.

Jon Snyder: Does that seem right?

Jeff Kristal: It's paid for at that point for the betterment. We can revisit it at that point.

Dan Seidman: What happens then?

Jeff Kristal: Then they are responsible for everything, the hook-up and they are paying their percent gallonage fee, it's not like tying into the sewer is cheap to get in.

Tomar Waldman: We decided where the money would go?

Jon Snyder: We can create a fund.

Melinda Loberg: Once you get that information, you give it to Ray to go into the actual billing.

Ray Tattersall: Yes, that's how we would do it.

Dan Seidman: So what happens in year 21? That person doesn't pay any betterment at all?

Josh Goldstein: That person pays our fees.

Dan Seidman: But there was still an initial.

Josh Goldstein: There's an initiation fee . . .

Dan Seidman: Do we have that?

Tomar Waldman: We haven't talked about that.

Josh Goldstein: We need to talk about that at some point.

Jeff Kristal: Why wouldn't we change the application fee? Right now, how do we talk about it when we don't even know what year 10 tie-in will be? It's very difficult to say . . . I'd rather wait.

Melinda Loberg: There are so possible few tie-ins for the future.

Jeff Kristal: Maybe our \$200 fee goes to a \$2000 fee. We'll figure it out.

Environmental Partners Report – status & planning timeline:

Mark White: High Point Lane Sewer Program. Melinda and I took a look at what the actual MVC permits were for the 3 properties. They have been operating under the assumption that they have to connect immediately and that is not the case. DeBettencourt has put in on-site system

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that has nitrate removal capabilities. The bank has a small septic to take care of their office area as part of their phase one development.

Josh Goldstein: The bank is the big one, if they want to get bigger they have to come back.

Mark White: They have to come back for a whole new phase 2 another DRI process with the MVC but they haven't initiated that yet. The bottom line is there is no urgency to get the State Road Sewer in now.

Melinda Loberg: Because of that discussion, we felt we needed to have a discussion with the bank because we need to finalize our easement for the pump station that we are planning to put on their property and to gauge what their planning process is for a bigger building.

Mark White: If that's what they're going to do, the sewer as part of your current USDA program or to do it as part of the overall State Road Sewer Program. We have it budgeted right now in your existing program and have the contract documents about ready to go but if the decision is to put it off and make it part of the construction of the State Road Sewer Program then we take that fund and do for additional work that's going to be needed at the treatment plant in either case.

Ray Tattersall: What's the benefits to allocating it back in the plant right now?

Mark White: Your HVAC system is non-existent and we can do part of the work now and the remainder when we do additional work that's going to get you up to 140K gallons a day. We could really use an Air Intake Supplier System, the SCADA we could expand and make it even better – we are reviewing that, and we may need some centrifuge parts in the immediate/near future as of today. There's a never-ending list of things that need to be done.

Melinda Loberg: I think there is a never-ending maintenance which should be taken out of the waste water budget.

Mark White: One thing we did find is there is not enough water pressure in the plant for the headworks unit they have here, so we have to put in a plant water system to boost the pressure to service the headworks because there's not enough pressure even with the water booster it doesn't get to the pressure it needs so we are taking to effluent water and boosting it and using it for the headworks. It will help save in the water costs but will also give you the right pressure to run the unit. With the force main up there we are really up against the top of the grant/loan amount in that we actually need to put it as an added alternate on the bid so that if the main bid comes in too close and we don't have enough left over we have to take it out. I propose we make the force main the added alternative and we bid everything we need to out there and if we have enough money to do it we do it – if we don't, I'll find enough to use your whole grant but don't use your force main. It's already designed so when you want to do State Road, it's ready to go.

Bob Rafferty: Plus we'll be able to dovetail it into the pump station that's going to be built there by then we'll have the full design and the flows.

Dan Seidman: If you are using the accessory system to increase the pressure and you're moving effluent is that hard on the system, harder than clean water?

Mark White: It's the treated waste water.

Melinda Loberg: I feel like we ought to wait to make a decision until we get a chance to meet with the bank because we have made commitments to them and the commission. How much time do we have?

Mark White: We have them included in the contract documents now. It's been sent off to DEP for their review and approval; pulling this out may be easy to do. We'll leave it in for now if they review it, they review it, it's not a problem.

Jeff Kristal: What's the process at the MVC if the bank comes back and wants to do their bigger bank? Six months?

Josh Goldstein: Start over – DRI, so they have to come back to us and do the whole process.

They have their current structure approved and their plan called to lift that trailer up and build a

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new building in that open meadow and that would require a crazy dedentrification system or hook onto the sewer.

Jeff Kristal: So if we use the existing money to do the upgrades to the plant, to do everything you had mentioned, when can we get additional funds if the bank needs to hook up to the sewer system from the force main?

Mark White: Additional funds as in USDA funding? We just talked last week about approaching the USDA for a funding request for the whole State Road.

Jeff Kristal: So if we submit that in September of this year it would be available by the time the bank gets through the DRI process.

Josh Goldstein: Even if the bank came to us tomorrow, we're not talking to them until August and then there's a hearing process for three months

Jeff Kristal: I don't really see the benefit in us waiting to do the work on the existing plant when we can back fill those funds.

Mark White: The game plan here is to have the State Road Sewer System Design and Permitted and put out to bid so you can go to your next town meeting and ask for construction funds. That's when funds would be available. The USDA won't award a funding project until there's a town meeting vote that supports it. We can get the application and get it going – but that fits with the timeline of building next summer.

Melinda Loberg: Is this coming from the waste water's budget or the town's budget? We've been given a loan and been extended money and then we get a grant back. Out of whose budget is that being paid?

Mark White: I don't know if you generate enough revenue to cover it in the Enterprise fund.

Melinda Loberg: We are putting all these improvements into the plant which typically were supposed to be paid for by the user, i.e. maintenance, operations. It sounds like we have a lot of maintenance going on at the plant and emerging problems. I'm just wondering who's paying for all this because the taxpayers don't think they are paying for the waste water plant operations and maintenance.

Dan Seidman: Did we get our approval for our additional flow through the leech field?

Mark White: No, there's a whole process of testing we have to go through. We have started the conversation with DEP.

Jeff Kristal: Should we add that to next month's agenda?

Mark White: I thought I saw a line item in the waste water enterprise budget for debt service.

The wastewater improvement contract documents that we are doing now are about complete and will go to DEP for review and approval. They'll also go to USDA and looking to have them completed by July so that we can go to bid and through the bidding period, making the award, we are looking for notice to proceed on that work right after Labor Day, and do the work then, between then and Memorial Day so that we're not trying to do construction in the summertime. We have until September 2019 to spend the USDA funds so we are in good shape there. The other smaller project we are working on is repairs to the main pump station. Consists of concrete repairs and putting in a bypass line. We just got the agreement on that so we going to do the design over the next few months, bid it this fall, do the work this winter. There are going to be two separate contractors because it's two different pieces of work. The State Road Sewer Program that was just authorized at the town meeting. The three elements of that are: the sewer system, the upgrades to the treatment plant and the leech field pilot program. We got together with DEP to talk about the concept of doing the work to increase the infiltration beds – are you on board with that, and the answer was yes. So the next steps are going to involve developing a scope of work that is specific about how that piloting is going to be done that they need to review and approve before we get going on it. The game plan is to dose the two beds, minimum dosing

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would be at the 140K gallons we need and then anything beyond that, if we can get to 200-250K, that's what we want to do. We're going to use effluent to the extent that we can. If we want to do higher rates it would have to be supplemented – we need to work out all the details. We have to track the mounding under the beds so we will have to install monitoring walls at each.

We need to develop out the scope of work for the DEP in the next month. We have to schedule a driller to get out here, get the work done so we can start the dosing program. We may be able to use local if they can drill 150 feet deep.

Dan Seidman: How long to get everything done for the leech fields – 6 months, 8 months?

Mark White: The biggest timeframe is getting DEP review and approval, ultimately we need to know where the wastewater is going to go before you go to town meeting and ask for construction funds for the State Road Sewer. We are looking to have the data evaluation and have a report ready for the DEP by the end of the year. State Road Sewer and Treatment Plant Upgrades: Design between July and December, permitting in December and January so you could bid it in time to get the number in hand prior to town meeting next year.

Melinda Loberg: Looking ahead, the work of this committee is to begin talking about policy decisions – cost allocations. We will put that on the agenda for next time. In preparation for that we have been given written materials about how it's been done in other towns.

Josh Goldstein: Do we have a policy about rescinding unused flow?

Melinda Loberg: Not yet.

Josh Goldstein: For example, we gave additional flow to the space formerly known as Fella's that was contingent on it getting it's 30 seats for a liquor license.

Ray Tattersall: The only time it was rescinded was with the Bowl and Board.

Jeff Kristal: Fella's is going to be a restaurant, it was sold.

Melinda Loberg: The question is a good one, we did this for one person saying there's a sunset. We should incorporate a sunset clause every time we give more flow, I don't know if we can make it uniform or if it will depend on what the request is.

Dan Seidman: Case by case

Mark White: But if its betterment is based on Title V flow allocation but if you increase their flow, shouldn't their betterment increase? They are getting flow on a betterment basis they haven't paid for. How do you do a credit for a flow they haven't been using?

Jeff Kristal: We should have where the town buys back the flow or the town gets a finder's fee for finding a flow – 10% fee- flow is a marketable commodity.

Dan Seidman: But it's already been paid for.

Jeff Kristal: A reallocating fee.

Dan Seidman: But it's a zero fund.

Jeff Kristal: Not the maintenance end of it.

Melinda: That's different because the betterment was based on the cost of the plant and putting pipes in the ground.

Josh Goldberg: Based on Fella's, he is paying a betterment fee on 10 seats – issued 20 additional seat flow but not paying any increase of betterment for those 20 seats. We should be able to take those 20 back.

Jeff Kristal: Or their betterment fee increases to 30 seats.

Melinda Loberg: The only reason you ask for more flow is because you are going to have more people and you are going to pay for that additional flow by gallons per day for the maintenance and operation of the plant. We have never brought in changing people's betterments – Jon Snyder said we can't do it.

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Jeff Kristal: The initial allocation of flow is at one rate and the additional allocation is at a higher cost to get that flow.

Josh Goldstein: All I'm looking for is the flow back.

Melinda Loberg: Does anyone want to make a motion?

Josh Goldstein: Make a motion to put a sunset clause on everyone's additional flow request.

Dan Seidman: So if someone paid for 300 a day and they're only using 100 they are going to want something back. I would.

Melinda Loberg: That's why we are building in this sunset clause for any additional we give out.

Jeff Kristal: So the motion we are putting forth just addresses the future how do we address the past? **My motion would be to institute the sunset clause every additional increase allocation going forward.**

Josh Goldstein: Case by case basis because different projects may need different timelines. I'll **second** the motion.

Melinda Loberg: All in favor of the motion?

Unanimously approved.

Melinda Loberg: If a building gets sold or the septic fails I think we need a policy that says if you have been paying your betterment but you haven't hooked in and your septic has failed, you must hook into the sewer system.

Ray Tattersall: It's already in the policy. The BOH monitors these through inspections.

Jeff Kristal: **We give the BOH a list of non-hooked up sewer list and see if they can cross reference it with a pump out schedule.**

Melinda Loberg: We have a motion to do that. Do we have a second?

Tomar Waldman: **2nd**

Melinda Loberg: All in favor.

Unanimously approved.

Ray Tattersall: Did you ever get your answer on the USDA? I found out that the waste water pays \$80K a year on the loan.

Mark White: That loan is for the centrifuge.

Ray Tattersall: They did pay back the loan directly as required. The users are paying for it.

Next Meeting – June 20@4pm:

Motion were made to adjourn at 5:20 by Melinda Loberg, 2nd – Dan Seidman

Unanimously approved.

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This document is the official Minutes of Tisbury Sewer Advisory Board held on May 16, 2018. These minutes were presented and duly voted and approved by the Advisory Board at the Open Meeting held on

Chairperson

Date

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