

CHARLES RIVER POLLUTION CONTROL DISTRICT  
66 Village Street, Medway, MA 02053

Minutes from January 18, 2024 Monthly Meeting – 3:00 p.m.

The meeting was held in the John McCahill Conference Room at the District's treatment facility. In attendance were Chairman David C. Formato, District Commissioners Ted Kenney, Douglas M. Downing and Mark Cataldo, Executive Director Elizabeth Taglieri and Executive Secretary Barbara W. Maffeo. Engineer Kristen Mucciarone joined the meeting remotely. Commissioner Wolfgang Bauer was unable to attend. Also in attendance were Ellen Rosenfeld representing the Town of Millis Select Board, Department of Public Works Director Peter Pelletier representing the Town of Medway and CRPCD Employee Evan Karsberg.

The following attachments were presented during the monthly meeting and are on file at the District with the approved minutes.

- Year to Date O & M Budget versus Actual (July 2023 – December 2023);
- Prior Year Comparison of O & M Budget (July 2022 – December 2022 vs. July 2023 – December 2023);
- Septage Revenue – Prior Year Comparison (July 2022 – December 2022 vs. July 2023 – December 2023);
- Sewer connections (December 2023);
- Overview of FY 2024 Spending vs. Budget dated January 18, 2023;
- Copy of Credit Card Expenses Statement for Harbor One Credit Card–Elan Financial dated December 7, 2023 – January 5, 2024 and VISA COMMUNITY Card dated December 13, 2023 – January 15, 2024;
- CRPCD Bank Account Balances as of December 31, 2023;
- A copy of the CRPCD Financial Policies and Procedures Manual, page 14 and a Cost-of-Living Adjustment (COLA) History dated January 18, 2024;
- Commonwealth of Massachusetts State Employees' Deferred Compensation (SMART) Plan Agreement;
- Copy of Draft December 14, 2023 Monthly Meeting Minutes;
- Copy of Warrant #24-07 dated January 18, 2024.

Item #1 – Discussion and Vote to Authorize Treasurer to Sign Agreement with the Commonwealth of Massachusetts to Join the State's SMART Plan (Employee Deferred Compensation Plan).

The Director included the template agreement for the Commissioners review with regard to the SMART Plan. The Director is proposing offering this plan as a benefit to CRPCD employees. Other District and Towns offer this plan as a benefit. There will be no costs to the District. The Treasurer was familiar with this public retirement plan.

After a brief discussion, a motion was made by Commissioner Kenney and seconded by Commissioner Cataldo to authorize the Treasurer to sign the agreement with the Commonwealth of Massachusetts to Join the State's SMART Plan.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #2 – Discussion on Cost-of-Living Policy.

This Director presented a copy of the District's Cost of Living Policy and Cost of Living Adjustment (COLA) History to the Commissioners. After a brief dialog, it was decided to table discussion on this item until the next monthly meeting.

Item #3 – Approval of Warrant #24-07.

A motion was made by Commissioner Downing and seconded by Commissioner Cataldo to approve Warrant #24-07 as shown in the agenda.

a. O & M \$300,991.94

VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #4 – Engineer's Report.

Kristen Mucciarone, District Engineer, commented remotely that the Chemical Bids are finished and ready to be sent out. She also noted she will be back to work full time the last week of January.

Item #5 – Executive Director's Report.

- a. NPDES Compliance Report. The treatment facility was in compliance for the month of December 2023. The District may not meet the phosphorus monthly average limit with the excessive rain and flows from the end of December and beginning of January.
- b. Sewer Connection Approvals – December 2023. The following sewer connections were from the end of last year. (gallons per day – gpd).

Medway	15 homes	1,650 gpd
--------	----------	-----------

- c. Update on the Supervisory Control Data Acquisitions (SCADA) Server Project. The agreements have been presented for signature by the Chairman. Next step will be a kickoff meeting. There was a brief discussion related to increasing the legal budget to account for the drafting of new District standard agreements to be used in the future.
- d. Update on MEGA Safety Grant. The Director was awarded a grant for approximately \$2,000 from the District's worker's compensation company (MEGA), to fund OSHA 10 certification courses for staff.
- e. Update on Infiltration/Inflow (I/I) Work at Shepard's Brook Interceptor (SBI). District staff continue the task of locating the manholes on the SBI and Black Swamp Interceptor (BSI).

Presently, eighty-percent of the manholes have been inspected in SBI. Work also continues using Geographic Information Systems (GIS) to gather the coordinates for the manholes in SBI. The District had Inland Waters grout 4 manholes, to stop infiltration from entering into the system. The inspection of the manholes and pipes is required to be complete by 2027. The District is on track to meet this deadline.

- f. Ultrasonic Testing at the 495 Force Main Test Pit. Massachusetts Department of Transportation (MassDOT) had some comments on the permit the Town of Franklin submitted. The work is tentatively scheduled for the Spring.
- g. District Finances. The Director presented the Bank Account balances as of 12-31-2023 which showed interest rates of 4.25%.

Item #6 – Open the Monthly Meeting to Public Comments.

Having completed all agenda items, Chairman Formato opened the meeting to public comments. There were no additional comments.

Item #7 – Approval of Minutes from December 14, 2023 Monthly Meeting.

A motion was made by Commissioner Kenney and seconded by Commissioner Downing to approve the monthly minutes and to forward a copy of the minutes to all attendees of the meeting.

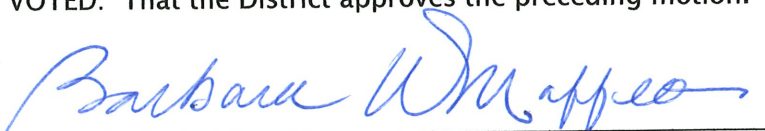
VOTED: That the District approves the preceding motion. The vote was unanimously approved.

Item #8 – Anticipated Topics for the February 15, 2024 Monthly Board Meeting to be held at 3:00 p.m. in the John McCahill Conference Room at the Charles River Pollution Control District.

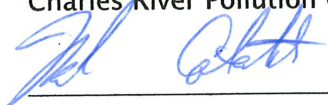
- a. Discussion on Employee Cost of Living Adjustment.
- b. Update on Town Flows for Calendar Year 2023.

A motion was made by Commissioner Downing and seconded by Commissioner Kenney to adjourn the monthly meeting.

VOTED: That the District approves the preceding motion. The vote was unanimously approved.



Barbara W. Maffeo, Executive Secretary  
Charles River Pollution Control District



Mark Cataldo, Clerk  
Charles River Pollution Control District

2/15/2024  
Date

The preceding is presumed to be a complete and accurate account of the items discussed and agreements made unless the District is notified to the contrary within seven days of distribution.