

TRI TOWN BOARD
Of Water Commissioners
Braintree, Holbrook, Randolph
Braintree Town Hall

MINUTES

July 31, 2018

Present: Joseph Sullivan, Chair, Town of Braintree; Richard Brewer, Town of Randolph; Daniel R. Lee, Town of Holbrook.

In attendance: David Ankener, Jim Arsenault, Lou Dutton, Ben Fehan, Paul Gabriel, Helen Gordon, Steve McCurdy, Jim McLaughlin, Chris Pellieri, Lorraine See, Ed Spellman, Mike Walsh, Yichen Zhang, Robyn LaFrance.

Mayor Sullivan opened the meeting at 1:15 pm. The minutes from the previous two meetings were reviewed and accepted.

MOTION: by Richard Brewer to accept the minutes of the May 21, 2018 meeting.

SECOND: Mayor Joseph Sullivan

VOTE: 2:1:0

MOTION: by Richard Brewer to accept the minutes of the July 9, 2018 meeting.

SECOND: Daniel Lee

VOTE: Unanimous

Water Treatment Plant updates: *Enterprise Fund, Ed Spellman, Finance Director, Town of Braintree*

- Ed Spellman asked if a discussion concerning financing and establishing an Enterprise Fund has started yet. The Board welcomed the inquiry and all agreed to arrange to have the Holbrook and Randolph Finance Directors meet with Ed Spellman in the near future.
- The Board briefly explained that the construction financing is in place and they should start to discuss the operating costs. Mayor Sullivan said the Board already determined that each town will pay the cost of what each community uses. The formula approved is: Braintree 50%; Randolph 33%; and Holbrook 17%.
- Mayor Sullivan asked Ed Spellman if he had a funding model from other communities with a similar shared water treatment facility that they could review and possibly adopt. This prompted a few suggestions from Ed Spellman, Lou Dutton, Chris Pelliteri and David Ankener, including the Mattapoissett River Valley District Commission comprised of Mattapoissett, Fairhaven and Marion.

- Ed Spellman pointed out some employee related issues that need consideration such as health insurance and pension. Mayor Sullivan responded by asking Ed if each communities respective employee(s) who works at the treatment plant can be paid and covered with benefits by that town. Mayor asked how many employees currently work at the Randolph plant and Rich Brewer said five (5).
- Paul Gabriel explained that as the OPM, Environmental Partners Group is prepared to assist the Tri Town Board with finance decisions and an outline of the plan is detailed in Phase 1 of their proposal. Helen Gordon and Paul Gabriel elaborated on this briefly and a meeting will be scheduled in the near future to begin the discussions.
- Helen Gordon explained the Phase 1 and Phase 2 project outlines.
- Mayor Sullivan encouraged anyone with more ideas or thoughts on a shared communities' water treatment plant financing is welcome to share it with the board.

Water Treatment Plant updates: *Insurance Policies, Ed Spellman*

- Ed Spellman informed the board that moving forward the Richardi Reservoir pump station will be covered by insurance.
- Lou Dutton reported that the last site visit regarding the Richardi Reservoir pump station camera installation is scheduled for Thursday (August 2).
- Lou Dutton stated that during his tenure there was never a need to use the insurance and that it was Floater insurance coverage to repair or replace equipment if needed.
- Mayor Sullivan asked if the Richardi pump station is entirely located in the Town of Braintree, and several people confirmed that is correct.
- Mayor Sullivan asked Ed Spellman to inquire with MIIA about insurance coverage. Mayor Sullivan stated that if the cost is in the \$20,000 range, the board will discuss the cost, and if the insurance coverage cost is more like \$1,200, perhaps Braintree will absorb the entire cost.

Water Treatment Plant updates: *SRF Funding, Steve McCurdy, MassDEP SRF Program Representatives*

- Steve McCurdy explained that if things go perfectly the Tri Town treatment plant project can stay on the 2018 Intended Use Plan (IUP) for the Drinking Water State Revolving Fund list (DWSRF), and if not it can be included on the 2019 list. The DWSRF is a joint federal-state finance program that provides subsidized interest rate loans to finance drinking water projects throughout the Commonwealth.
- Steve McCurdy talked about the Massachusetts Clean Water Trust index which oversees the SRF funding. He confirmed that Holbrook, Braintree and Randolph all qualify for a small share of principal loan forgiveness.
- Mayor Sullivan asked if Tri Town project can remain on the 2018 IUP list if construction commences before June 30, 2019. The response was that they must have a contract with a general contractor by June 29, 2019. Steve McCurdy stated that the Tri Town board's financial structure is different than what he is familiar with.

- There was brief discussion regarding the fact that the Tri Town as an entity unto itself and can borrow and establish an Enterprise Fund on its own.
- Steve McCurdy briefly discussed the SRF funding and the rates for a 30 year loan. Ed Spellman asked if each community could take out a different loan. For example, can one town take a 30 year loan and another town take out a 20 year loan. Steve responded that it should be possible and Paul Gabriel mentioned the Town of Eastham as an example.
- Jim McLaughlin asked if each town will borrow money individually and not as the Tri Town Board. Rich Brewer responded by saying that the only joint thing is the Richardi Reservoir pump station facility and the water bodies. Mayor Sullivan stated that the Tri Town Water Board is the governing body.
- Jim McLaughlin explained that he has a regulatory perspective and had some questions. Jim mentioned the need for five (5) ID's as being 1. Randolph and Holbrook, 2. Braintree, 3. Braintree and Randolph, 4. Tri Town Board, 5. Braintree and Holbrook.
- Mayor Sullivan thanked the representatives from the MassDEP SRF Funding program for attending the meeting and re-stated that the Tri Town Water Board's goal is to break ground less than one year from now.

Environmental Partners Update:

- Mayor Sullivan stated that Lorraine See, Contract Administrator, Town of Braintree, Paul Gabriel, and Helen Gordon have met and executed the Environmental Partners Group contract for OPM Services. Helen Gordon gave the board a copy of the OPM Contract for their signatures.
- Helen Gordon reviewed the RFQ for OPM explaining the Phase 2 tasks.
- Rich Brewer stated that he hoped to not use EPG for Phase 1 and Phase 2 and EPG acknowledged being aware of this.
- Helen Gordon discussed the Phase 1 tasks including the Design Review and the Pilot Plant Analysis from the pilot study done in 2004.
- Helen Gordon talked briefly about water quality testing.
- There was a brief discussion concerning the 25% plan review and checking to see that it meets all requirements. There may be recommendations or changes since the update in 2010. Helen stated that EPG will review the updated cost estimate and stay within the budget.
- Helen Gordon briefly discussed the Designer Selection process and the Contract/Bid Proposal Phase.
- Mayor Sullivan asked Mike Walsh about CDM's 25% design. Mike explained that CDM completed that in February 2010 and then the Board put the project on hold. Since this time Mike Walsh said they've been updating the cost using the ENR cost index. Mike Walsh recommends doing a new cost estimate.
- Steve McCurdy strongly suggested that the Tri Town Board submit a 2019 SRF application, and reminded the board to apply starting January 31, 2019.
- Mike Walsh and Helen Gordon talked about a meeting regarding the design in 2010 where aesthetics and office space was discussed with input from other people.

- It was reported that steel costs are up and an 8% increase at minimum should be taken into consideration for the next two years.
- Paul Gabriel asked for confirmation that the construction contract needs to be executed by June 30 and not that a ground breaking has to happen. The reply was “correct”.
- Jim McLaughlin reminded to board to factor in permitting and he referenced the March 2016 Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas. This is a manual guide for Planners, Designers and Municipal Officials.
- Jim McLaughlin and Paul Gabriel talked about the need to get the plans to SRF by October and then do the permitting. Mayor Sullivan suggested the board vote to authorize the SRF application.

MOTION: by Richard Brewer to authorize Environmental Partners Group to move forward with the SRF submission.

SECOND: Daniel Lee

VOTE: Unanimous

- Jim McLaughlin said he was asked to attend the Tri Town meeting regarding the Cochato River Diversion. Mayor Sullivan explained that this topic will be a continuing conversation and a sensitive one in Holbrook, and said they would put it on the next meeting agenda.
- Mayor Sullivan and Lou Dutton confirmed the Safe Yield amount from a year ago.
- Jim McLaughlin informed the board to keep doing the water sampling so they would have the data ready. He referenced the hand-outs and said keep it up.

Mayor Sullivan scheduled the next meeting for August 21, 2018 at 11 am. Steve McCurdy said if they are needed at the meeting to let them know thru Helen Gordon.

- Mike Walsh reported that the Office of Dam Safety inspected the site today (July 31) and that the site visit went well. Ben Fehan said he would be submitting a final report on the Great Pond Dam Safety Improvements.
- Paul Gabriel said that with the board’s approval EPG will get to work. The board agreed.
- Mayor Sullivan signed the EPG OPM contract and Holbrook and Randolph are taking their copies to review and will sign after reviewing.
- Mike Walsh mentioned the Office of Dam Safety dam inspection reporting every two years.

MOTION: by Richard Brewer to authorize PARE Corporation to do a new dam inspection for the same amount as the previous inspection, \$4,000.

SECOND: Daniel Lee

VOTE: Unanimous

The meeting adjourned at 2:15 pm.

Respectfully submitted,
Robyn LaFrance
Recording Secretary